

# Services Contract



Department of Executive Services  
Finance and Business Operations Division  
**Procurement and Contract Services Section**  
206-263-9400 TTY Relay: 711

**THIS CONTRACT # 5505318** ("Contract") is entered into by **KING COUNTY**, Washington,, (the "County"), and **Police Assessment Resource Center (PARC)** (the "Contractor"), whose address is **4954 Cromwell Avenue, Los Angeles, CA 90027-1060**. The County is undertaking certain activities related to, **Assessment of the KCSO Auburn Shooting Incident Investigation Review** and, the County desires to engage the Contractor to provide Work in connection with such undertakings of the County,

**NOW, THEREFORE**, in consideration of payments, covenants, and agreements hereinafter mentioned, to be made and performed by the parties hereto, the parties covenant and do mutually agree as follows:

## I. CONTRACT DOCUMENTS

The Contractor shall provide all Work described in this Contract, which consists of the following documents and attached exhibits, each of which are made a part hereof by this reference in the following order of precedence:

1. Contract Amendment(s)
2. Contract, which consists of this page, the Terms and Conditions, and the following:
  - ☒ Scope of Work .....Exhibit A
  - ☐ Price Attachment.....Exhibit B
  - ☒ Consultant Disclosure Form (if applicable)..... Exhibit C
  - ☒ Certificate(s) of Insurance and Policy Endorsement..... Exhibit D
  - ☐ Other Exhibits and attachments (if applicable)
3. Request for Proposal (as modified by any addenda)
  - ☐ King County Request for Proposal **#5505318**
4. Contractor's Proposal
  - ☐

## II. CONTRACT TERM

This Contract shall be effective when countersigned by King County and shall expire on **February 5, 2013**, unless extended or terminated earlier pursuant to the terms and conditions of this Contract.

III. CONTRACT AMOUNT

The County shall reimburse the Contractor upon Acceptance of the Work specified in this Contract in an amount not to exceed \$23,000.00. \$11,500.00 shall be paid thirty (30) days upon Contract execution, and \$11,500.00 shall be paid upon the County's Acceptance of all the Work. The County will pay for travel expenses subject to King County Code 3.24, and such travel expenses shall not exceed \$1,900.00.

COMPANY NAME

Merride Bobb  
Authorized Signature

Merride Bobb, President / Exec. Dir.  
Name and Title (Print or Type)

Date Accepted: 10/29/12

KING COUNTY

Larry Gossett  
Authorized Signature

Larry Gossett  
Chair, King County Council

Date Accepted: NOV. 2, 2012

Approved as to form only: Anh Nguyen  
Anh Nguyen,  
Senior Deputy Prosecuting Attorney

# King County Consultant Disclosure



King County

Department of Executive Services  
**Board of Ethics**  
CNK-ES-0131  
401 Fifth Avenue, Suite 131  
Seattle, WA 98104-1818  
**206-296-1586** Fax 206-205-0725  
TTY Relay: 711  
board.ethics@kingcounty.gov

## Please Read Carefully

**No payment will be made to the Consultant until this form has been filed with the Contract and with the King County Board of Ethics**

### For Board of Ethics use only

Date Received \_\_\_\_\_

Audit Date \_\_\_\_\_

Date Closed \_\_\_\_\_

Pursuant to King County Code (K.C.C.) 3.04.120, each consultant entering into a contract to provide professional or technical services to the county costing in excess of the amount specified in K.C.C. 4.16.095 shall complete and file this disclosure form with the King County Board of Ethics and the County Executive. Use additional pages, if necessary. Submit two completed forms: file one with the Board of Ethics, Mail Stop CNK-ES-0131, 401 Fifth Avenue, Suite 131, Seattle, WA 98104, and the other with the contract with the Finance and Business Operations Division, Procurement and Contract Services Section, Mail Stop CNK-ES-0340, 401 Fifth Avenue, Suite 340, Seattle, WA 98104.

Unless otherwise required on this form, the information disclosed shall cover the period of 24 months before and including the date of filing of this sworn statement. If the information reported on this form should change, the consultant is required to submit an amended form.

For purposes of this disclosure form, "consultant" means a person (e.g., individual, partnership, association, corporation, firm, institution or other entity as defined in K.C.C. 3.04.017) who by experience, training and education has established a reputation or ability to provide professional or technical services, as defined in K.C.C. 4.16.010, on a discrete, nonrecurring basis over a limited and pre-established term as an independent contractor to the County.

**Please type or print all information, except required signature.  
All incomplete forms will be returned.**

Today's Date: October 29, 2012

Contract Number: 5505318 Amount of Contract: \$24,900

Consultant's Name: Police Assessment Resource Center (PARC)

Address: 4954 Cromwell Ave. Phone: 213 -      -     

Los Angeles CA 90027  
City State ZIP Code

Effective Date of Contract: Upon Signature Expiration Date of Contract: February 5, 2013

Type of Services Contracted: Assessment of the KCSO Auburn Shooting Incident Investigation Review

Contracting County Dept.: Office of Law Enforcement Oversight Division: \_\_\_\_\_

County Contact Person: Charles E. Gaither

Contact Work Phone: 206 -      -      Mail Stop: CNK-CC-0131

## **Scope of Work**

1. Work Plan. The consultant shall prepare a work plan and timeline to accomplish the tasks set forth in section 2 of the Scope of Work. The work plan will include a section that documents the specific steps a consultant will take in order to accomplish the tasks set forth in Section 2.

2. Shooting Investigation Audit. The consultant shall:

a. Prepare a written analysis of the KCSO's investigation review of a deputy involved shooting incident that occurred in February 2012 in Auburn, WA. Assess the quality of investigations involving both the use of force and personnel complaints to evaluate compliance with best practices in the law enforcement community, assess the adequacy of investigation review occurring with respect to supervisory oversight during the shooting incident, assess other ancillary issues having a significant impact on the investigation quality, and identify deficiencies, if any, in policies, procedures, and practices underlying these investigations. Address any deficiencies by offering recommendations to improve the manner in which the KCSO reviews deputy- involved shooting incidents and conducts personnel complaint investigations. The analysis undertaken pursuant to this Request for Proposal is not of the shooting incident itself; rather, it is for the limited purpose of assisting OLEO in evaluating and making annual reporting recommendations regarding KCSO internal investigation policies and practices, and shall be undertaken consistent with OLEO responsibilities and authority limitations specified in King County Ordinance 16511.

b. Prepare a work paper that summarizes the consultant's methodology, findings analysis, conclusions, and recommendations to the King county Council, the KCSO, and key stakeholders as required.

3. Presentation of Results. In collaboration with OLEO, the consultant shall present his/her findings, analysis, conclusions, and recommendations to the King County Council, the KCSO, and key stakeholders as required.

## **Deliverables**

This contract requires four written deliverables, with the final written deliverable being a work paper summary detailing the results of the consultant's findings, analysis, conclusions, and potential recommendations. OLEO shall determine the work paper format. OLEO will also determine whether the consultant's work paper summary, or any portion thereof, will eventually be incorporated into a published audit report. Bi-weekly progress reports via email shall also be provided to the audit team leader. Payment is subject to the Director of

OLEO's determination that contract deliverables are complete, satisfactory, and consistent with OLEO's evidence and quality assurance policies.

**Timeline**

Consultant begins work	November 5, 2012
Consultant provides planning memorandum with work plan and timeline	November 19, 2012
Project status/progress reports via email	November 19, 2012 and bi-weekly until delivery of draft work paper summary
Consultant develops analysis	January 4, 2013
Delivery of draft work paper on scope item #2 for OLEO's comments	January 25, 2013
Delivery of final draft work paper	February 5, 2013
Presentation to council committee (if required)	TBD
Contract termination	February 28, 2013

I, Merrick Bobb, understand the scope of work that is mentioned above and will follow the aforementioned timeline toward the completion of our work under contract.

Signature: M. Bobb Date: 10/22/12